



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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**FISCAL YEAR 2013  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #33**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Kyle L. Guerrant, Director  
Office of School Support Services

**DATE:** September 3, 2013

**SUBJECT: Existing Flexibilities in the Child and Adult Care Food Program**

The United States Department of Agriculture (USDA) has issued guidance that highlights the flexibilities which exist to simplify and improve the delivery of nutrition assistance to low-income children and adult participants through the Child and Adult Care Food Program (CACFP) administered in Michigan by the Michigan Department of Education (MDE). This USDA guidance emphasizes several streamlined operational provisions that help reduce paperwork while continuing to improve CACFP management and integrity at day care centers, sponsors of centers (more than one site), and family day care homes. This memorandum lists requirements for CACFP participants in Michigan.

**Enrollment Documentation**

CACFP regulations require that institutions maintain documentation for participants enrolled to receive care [7 CFR 226.15(e)(2) and (e)(3)]. Documentation of participants' enrollment must include information on normal days and hours of care and the meals each participant normally receives while in care. There is no federal requirement that a center or day care home must use a specific CACFP enrollment form to record this information. In Michigan, MDE does not require a day care institution to utilize MDE's Participant Enrollment Form as long as the institution uses a form which captures all the required information.

**Training**

CACFP regulations require MDE to provide sufficient training and technical assistance to institutions [7 CFR 226.6(a)(2)]. Per USDA guidance, state agencies must provide appropriate training prior to an institution's participation in CACFP and at least annually thereafter. MDE provides training for new applicants and also

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offers opportunities for on-line or in-person trainings throughout the year on Record Keeping, Sponsor Responsibilities, Budget Worksheets, At-Risk Afterschool Programs, Menu Planning, Infant Menus, and other topics. Current trainings may be viewed at [www.michigan.gov/CACFP](http://www.michigan.gov/CACFP) under Training.

### **Other Flexibilities**

- **Single agreements:** Each sponsoring organization enters into an agreement with MDE to assume final administrative and financial responsibility for CACFP operations. In Michigan, institutions applying to participate in Child Nutrition Programs complete the Michigan Electronic Grants System Plus (MEGS+) on-line application. The agreement is part of this application process.
- **Applications:** For Fiscal Year (FY) 2014, institutions participating in CACFP are no longer required to submit renewal applications every one to three years. Instead, institutions will annually certify their MEGS+ application to demonstrate they still meet CACFP requirements for continued participation and to update any changes to application pages. MDE requires that any supporting documentation to support their application be submitted at this time. A full renewal application has been eliminated. MDE will review the recertified CACFP applications to ensure that the necessary information is being collected before the applications are approved and certified.
- **Infant meals:** Child care centers and family day care homes serving infants must offer meals that include breast milk or an infant formula that meets CACFP requirements [7 CFR 226.20(b)]. In most child care facilities, if a parent declines the formula that is offered, the parent may provide a different brand or type of formula. MDE requires child care facilities to complete a separate Infant Waiver Sign Off form documenting the parent's decision.
- **Meal production records:** CACFP institutions are required to collect and maintain copies of menus and any other food service records required by the state agency [7 CFR 226.15(e)(10)]. Some state agencies require all participating CACFP centers to maintain production records, which is documentation of the type and amount of food produced for a reimbursable meal and documentation that the meal served met CACFP meal pattern requirements. As the maintenance of production records is not a federal requirement for CACFP, MDE does not require meal production records. MDE requires documentation by maintaining menus and receipts for verification of component types and quantities. A thorough review of menus, invoices, and receipts during administrative reviews allows MDE to ensure that meal pattern requirements are met on the day of the review and during the selected review period.

- **Media release:** CACFP institutions must annually provide information on the program's availability through a public release to the media serving the area from which the institution draws its attendance [7 CFR 226.23(d)]. MDE distributes the annual media release on behalf of participating institutions.
- **Procurement methods:** In Michigan, MDE requires CACFP institutions to complete the Informal Procurement Log using a "market basket approach" to document their cost comparison selection process between vendors for items commonly purchased under the federal threshold currently set at \$150,000 [7 CFR 226.22(h)]. For larger purchases of services, supplies, or other property over that federal threshold, MDE requires participating institutions follow the Request to Bid procedure. All procurement transactions, regardless of the amount, must be conducted in a manner that ensures free and open competition.
- **Sign-in and sign-out sheets:** Reconciliation of a facility's meal counts with enrollment and attendance records for a five-day period is a required element of an onsite review [7 CFR 226.16(d)(4)(i)]. MDE requires daily attendance records, completed each day, for all programs to support meals and snacks claimed for reimbursement. Child and adult day care centers are required to have a daily roster of participants who attended the center, by first and last name, including arrival and departure times. Emergency and homeless shelters must provide a daily roster of participants present each day and number of meals served. Afterschool supper and snack programs in at-risk areas must provide a daily roster of participants who received meals/snacks, by first and last names.

If you have any additional questions concerning this memorandum, contact CACFP at 517-373-7391 or go to <http://www.fns.usda.gov/cnd/Care/Regs-Policy/PolicyMemoranda.htm> to view the federal guidance.